

Definitions

applicant	متقدم لوظيفة / لجامعة	someone who has formally asked for a job, a place at a college, etc.
appointment	موعد	a meeting that has been arranged for a particular time and place.
conscientious	حتى الضمير	showing a lot of care and attention
CV (Curriculum Vitae)	السيرة الذاتية	a document that describes your education and the jobs that you have done
established	راسخ / عريق	describing a company or an organization that has been in existence for ages
pharmacy	صيدلية	a store or a part of a store where medicines are prepared and sold
product	منتج	something that is made or grown to be sold
reputation	سمعة	the opinion that people have of a person, a product, a company, etc.
sales	مبيعات	the total amount of something that is sold or the money made from it
sociable	اجتماعي (شخص)	friendly, liking to be with other people
candidate	مرشح لـ / متقدم لـ	someone who tries to get a particular job
choir	الكورال	a group of people who sing together
daycare centre	مركز رعاية المرضى وكبار السن فترة النهار	a place where people who are old or ill can be looked after during the day
fluent (in)	لبق / طلق / فصيح في	able to speak a language very well without stopping or making mistakes
grade	درجة	a number or letter that shows how well you have done at school
neighbourhood	جيرة	a small area of a town or the people who live there

VOCABULARY

abbreviation	اختصار	grade	درجة / صف دراسي
academic	أكاديمي	graduate	خريج
accountant	محاسب	hard skills	مهارات مكتسبة
accounts	حسابات	high school	مدرسة ثانوى
achievements	إنجازات	hobbies	هوايات
activities	أنشطة	interests	اهتمامات
address	عنوان	knowledge	معرفة
ambition	طموح	General Secondary	ثانوية عامة
ambitious	طموح	licence	رخصة
application	طلب وظيفة	make sure	يتأكد

apply for	يتقدم لوظيفة	marital	ذو علاقة بالزواج
assistant	مساعد / بائع	media	وسائل إعلام
athletics	ألعاب قوى	medical	طبي
attention	انتباه	member	عضو / فرد
award	منحة / يمنح	module	وحدة قياس
bilingual	يتحدث لغتين	nationality	جنسية
driving licence	رخصة قيادة	neighbours	جيران
camp	معسكر / يعسكر	on time	في الموعد المحدد
candidate	مرشح	organize	ينظم
care for	يهتم بـ	organization	منظمة
certificate	شهادة	particular	خاص / معين
charity	جمعية خيرية	pass a test	يجتاز اختبار
chemistry	كيمياء	permission	إذن / تصريح
competition	منافسة / مسابقة	personal	شخصي
Computing Grade	شهادة في تعلم الحاسب الآلى	pharmacist	صيدلى (شخص)
conscious	واع / مدرك / يقظ	philosophy	فلسفة
consult	يستشير	possess	يمتلك
consultant	مستشار	prepare	يعد / يجهز
contact	يتصل / اتصال	previous	السابق
customer	عميل / زبون	profession	مهنة
client	عميل	qualifications	مؤهلات
degree	درجة	qualities	صفات / سمات
describe	يصف	result	نتيجة
details	تفاصيل	representative	مندوب
difference	اختلاف / فرق	sales assistant	بائع
document	وثيقة / مستند	share	يشارك / سهم / نصيب
biology	علم الأحياء	single	أعزب (غير متزوج)
driving test	اختبار قيادة	skillful	ماهر
editor	محرر	soft skills	مهارات شخصية
excel	يتفوق	status	حالة اجتماعية
existence	بقاء / وجود	succeed in	ينجح فى
experience	تجربة / خبرة	total amount	إجمالى الكمية
Far East	الشرق الأقصى	suitable	مناسب / ملائم
fill in	يملا (فراغ ...)	trainer	مدرب
final (s)	نهائى (نهائيات)	trainee	متدرب

finally	أخيرًا / فى النهاية	travel round	يسافر حول
fluency	فصاحة / لباقة	unsociable	انطوائى
fluently	بطلاقة / بلباقة	useful	مفيد
focus on	يركز على	village	قرية
gain	يكتسب	voluntary	تطوعى
leader	قائد / زعيم	vote for	يصوت لـ

Prepositions, Idioms & Expressions

apply for (a job, visa, citizenship)	يتقدم بطلب للحصول على (وظيفة، ...)	do a (science, history, ...) project	يقوم بإعداد بحث أو دراسة فى موضوع معين
a long way from	على مسافة بعيدة من	relevant to	متصل بـ / ملائم لـ
focus on	يركز على	be in existence	يكون موجودًا / له وجود
paper shop	محل بيع الصحف	score excellent	يحصل على تقدير امتياز
deal with	يتعامل مع (شخص) / يتناول (موضوع)	have access to	يمكنه الحصول / الوصول
compete against	يتنافس ضد	work in a job	يعمل فى وظيفة
care about / for	يهتم بـ	get into university	يلتحق بالجامعة
reply to	يرد على	make up for	يعوض
make for = head for	يتجه إلى	carry out a project	ينفذ مشروعًا
make out	يرى أو يسمع أو يفهم شئ بصعوبة	have a good command of	لديه إلمام جيد بـ
get on with	ينسجم مع / يكون لديه قابلية لـ	work experience	خبرة عمل
an interview for	مقابلة من أجل	an interview with	مقابلة مع شخص

Antonyms كلمات وعكسها

Word الكلمة	Antonyms العكس
sociable اجتماعى	unsociable منطوى / غير اجتماعى
well-organised منظم تنظيمًا جيدًا	poorly-organised منظم تنظيمًا سيئًا
neighbourly ودى / ودود	unfriendly غير ودى / غير ودود
ambitious طموح	lazy كسول
established راسخة ومعروفة	unknown غير معروف / مغمور
selfish أنانى	unselfish غير أنانى

Derivatives المشتقات

Verb فعل	Noun اسم	Adjective صفة
	ambition طموح	ambitious طموح

apply for	يتقدم بطلب	applicant	متقدم لوظيفة	applied	تطبيقي
apply	يطبق	application	طلب وظيفة / تطبيق	applicable	قابل للتطبيق
		pharmacy	صيدلية	pharmaceutical	صيدلي (شئ)
		pharmacist	صيدلي (شخص)		
		society	مجتمع	sociable	اجتماعي (شخص)
				social	اجتماعي (شئ)
		neighbour	جار	neighbourly	ودود / معين
		neighbourhood	جيرة / سكان المنطقة	neighbouring	مجاور
		fluency	طلاقة / لباقي / فصاحة	fluent	فصيح / طليق / بليغ
achieve	ينجز / يحقق	achievement	إنجاز / تحقيق		
		module	وحدة دراسية	modular	معياري / قياسي
		skill	مهارة	skillful	ماهر
				skilled	ماهر / مدرب
train	يدرّب / يتدرّب	trainer	مُدرب	trained	مُدرب
		trainee	متدرب		
		training	تدريب		

Tapescript

Interviewer : Good morning, Mr Farag. Please sit down.

Mr Farag : Thank you.

Interviewer : First of all, thank you for sending us your CV. I see you have a degree in biology and chemistry from Alexandria University.

Mr Farag : That's right.

Interviewer : And you're twenty-five years old. do you have a driving licence ?

Mr Farag : Yes, I do. I passed my driving test last year.

Interviewer : What have you been doing since you left university ?

Mr Farag : I've been working as a sales assistant in my uncle's pharmacy.

Interviewer : I see, so you have some sales experience. I wonder if you could tell me why you're leaving your uncle's company ?

Mr Farag : Yes, of course. I should start by saying that I have gained a lot of useful experience working for my uncle, but I'm quite ambitious and I'd like to travel round in my job and visit other places.

Interviewer : Good. Does your uncle know you're trying to find another job ?

Mr Farag : Yes, he does. He's encouraging me to look for jobs.

Interviewer : Good. And why do you want to work for us ?

Mr Farag : My uncle's told me that yours is an established company with a very good reputation in the medical profession.

Interviewer : That's right.

Mr Farag : My uncle has sold your products for many years and has never had any problems with them.

Interviewer : And why do you think you'd be good at the job ?

Mr Farag : Well, I've always been a conscientious worker and I'm a sociable person, so I'll enjoy meeting and talking to customers. I'm also well organised, so I'd always make sure I arrived on time for appointments.

Interviewer : Now at the moment, you're living with your parents in Nasr City. How would you feel if we asked you to work in another part of the country ?

Mr Farag : That's be no problem. If I were given the job, it wouldn't matter to me where I was living and working.

Interviewer : Fine. Thank you very much for your time, Mr Farag. We have your telephone number and email address. We aren't interviewing any more people today. I'll contact you on Saturday morning to let you know the result of this interview.

Mr Farag : Thank you very much. Goodbye.

Interviewer : Goodbye.

Listen to Amir and Baher and answer the questions :

Amir : There's an interesting job for a representative here. He or she is needed for an Egyptian medical company. Are you going to apply for it ?

Baher : Yes, I'd like to. Can you help me to fill in my CV ?

Amir : Of course. Let me ask you some questions. You can use the answers for your CV.

Baher : That's a good idea.

Amir : First of all, where are you from ?

Baher : OK, I'll write my address and contact information here.

Amir : Next, where were you born and what's your nationality ?

Baher : That's easy! The second of May, 1997, and Egyptian.

Amir : Which exams have you passed ?

Baher : OK, I'll write that here.

Amir : Do you have any work experience ?

Baher : I've worked in my uncle's shop. Should I put that ?

Amir : Yes, it is all useful. Can you tell me about any awards or achievements ?

Baher : I helped to clean a beach last summer.

Amir : That's good. Which skills have you got ?

Baher : Well, I can speak English and I can use Word on a computer. And I can drive.

Amir : Great. Finally, what are your interests and hobbies ?

Baher : I play basketball and I like taking photos.

Amir : Very good. Now we have all the information we need for your CV!

Reading

Ahmed Fawzy

HOME ADDRESS : El Tonsy St, Bahary, Alexandria, Egypt.

CONTACT INFORMATION :

Phone : 1020348004

Email : ahmed.fawzy@me.edu

DOB : 17/05/1999

NATIONALITY : Egyptian

EDUCATION :

2015 – 2018 : English Secondary School,

Alexandria [General Secondary](#)

[Education Certificate](#) (GSEC)

Thanawiya amma 2018 96%

2018-present : English language, Cairo University

WORK EXPERIENCE : 2016 – 2018 Editor of school magazine

ACHIEVEMENTS AND AWARDS :

Academic : 2018 – Special [award](#) for highest [grade](#) in English language

Sports : University Football Club – Captain of first team

Other Activities : [Charity](#) work in home,

[neighbourhood](#) in [daycare centre](#) for older people,

(two afternoons) [camping](#) member of school book club and school [choir](#)

SKILLS :

IT : Computing Grade 5

Experience in using Microsoft Office (Word and Excel)

Language : [Fluent in](#) English, a little spoken Spanish and French

INTERESTS :

Sports : Football, squash, athletics

Travel : I enjoy meeting people from other countries.

I have travelled to Europe and Australia. My [ambition](#) is to visit the Far East (China and Japan)

Fatma Badr

DOB : 8/10/1999

EDUCATION :

2015 – 2018 : English Secondary School Cairo, (GSEC) Thanawiya

WORK EXPERIENCE :

2015 – present : I do the [accounts](#) for my mother's shop.

ACHIEVEMENTS AND AWARDS :

2018 : Special award for highest grade in maths

Sports : Part of winning tennis team in school [competition](#)

Other activities : [Voluntary](#) work helping with young children

SKILLS :

IT : **Computing Grade 5**, can use Microsoft Word and Excel

Language : Fluent in English, some German and French

Language Notes

1) CV abbreviations :

- **IT** Information Technology تكنولوجيا المعلومات
- **GSEC** General Secondary Education Certificate شهادة إتمام مرحلة الثانوية العامة
- **BSc** Bachelor of Science بكالوريوس (فى العلوم)
- **MSc** Master of Science ماجستير
- **DOB** Date of birth تاريخ الميلاد
- **CV** Curriculum Vitae السيرة الذاتية
- **BA** Bachelor of Arts (فى الآداب) ليسانس
- **PhD** Doctor of Philosophy دكتوراة
- **P/T** Part-time جزء من الوقت / بعض الوقت

2) ON WORD FAMILIES :

عند إضافة (اللاحقة suffix) لبعض الكلمات يتغير معناها من فعل إلى اسم أو صفة أو العكس :

apply يتقدم لوظيفة	applicant طالب وظيفة	assist يساعد	assistant مساعد
Repute يشتهر / سُمعة	reputation سُمعة	conscience ضمير	conscientious حى الضمير
appoint يحدد - يعين	appointment موعد	profess يمارس مهنة	profession مهنة

Ex :

- a) He had been working as a sales **assistant** in his uncle's pharmacy.
- b) He said that he'd always been a **conscientious** worker.
- c) Our company has a very good reputation in the medical **profession**.
- d) He always made sure that he arrived on time for **appointments**.

3) Kinds of skills people must have to apply for a job :

Hard skills مهارات مكتسبة (يتعلمها المرء ويتدرب عليها)

- having a driving licence, having a degree, knowing more than one language, ... etc

Soft (personal) skills مهارات شخصية (موجودة فيه بطبيعتها)

- being tall or strong, being conscientious, being a good leader, being sociable, ... etc

4) **interview** - **appointment** - **conference** - **meeting**

- **interview** مقابلة شخصية (لوظيفة) - مقابلة (إذاعية / تليفزيونية / صحفية)

* Mr Mahmoud has a TV **interview** next Thursday.

- **appointment** موعد / ميعاد

* Mr Emad has an **appointment** to see the doctor.

- **conference** مؤتمر

* Representatives from over 100 countries attended the International Peace **Conference** in Geneva.

- **meeting** اجتماع

* I've got a **meeting** with Mr. Emad this afternoon.

5) **applicant** - **candidate** - **nominee**

- **applicant** متقدم (بطلب كتابي) للحصول على (وظيفة / جنسية / تأشيرة / منحة / قرض)

* He was one of 30 **applicants** for the manager's job.

- **candidate** مرشح (لوظيفة / فى الانتخابات) – متقدم لامتحان ما

* There are only three **candidates** for the job.

* **Candidates** mustn't use a calculator in exams.

- **nominee** مرشح (رسميًا) روظيفة هامة أو جائزة

* He was the only **nominee** for the presidency. الرئاسة

6) **apply**

- **apply** يُطبق

* Some of the children seem unable to **apply** what they have learned.

- **apply for** يتقدم بطلب للحصول على (وظيفة / تأشيرة / جنسية / مكان فى جامعة / ...)

* She **applied for** a job as a secretary.

- **apply to** + (inf.) يتقدم بطلب لجامعة أو شركة أو شخص لى ...

* He **applied to** three universities and was accepted by all of them.

- **apply to** + (n.) ينطبق على

* The offer only **applies to** flights from London and Manchester.

- **apply in person** يتقدم بالطلب شخصيًا

- You should **apply** immediately, **in** person or by letter.

- **apply in writing**

- You have to **apply in** writing to get the job.

7) **on time** - **in time**

- **on time** فى الموعد المحدد تمامًا

* Despite the bad weather, our plane left **on time**.

- **in time** فى الوقت المناسب (قبل الموعد بقليل)

* He was **in time** for the 7 o'clock train.

8) **salary** - **wages** - **fees** - **fare**

- **salary** مرتب شهري أو سنوي (اسم يعد)

* His **salary** is 3000 pounds a month.

- **wages** أجر (بالساعة أو اليوم أو الأسبوع) / اسم لا يعد (دائمًا جمع)

* The carpenters' **wages** are high.

- **fees** أتعاب – أجر (محامى – دكتور) / اسم لا يعد (دائمًا جمع)

* The doctor's **fees** are very high nowadays.

- **fare** أجر (التاكسى)

* After I had got off the taxi, I gave the driver the **fare**.

(9) تُستخدم الأداة a / an عادةً قبل الصفة إذا جاء بعدها اسم مفرد :

An experienced doctor

a good education

ولكن لاحظ ما يلي :

- so + adj. + (a/an) + n. + that + جملة
- as + adj. + (a/an) + n. + as + n.

* These days, women have **as** good an education **as** men.

* It was **so** hot a day **that** I couldn't go out.

10- **pass** + مفعول بدون حرف جر Ex: He **passed** the test.

Succeed in : He **succeeded in** the test.

11- **neighbourhood** : الجوار – الجيران

The noise coming from the **neighbourhood** disturbs me.

Neighbourly : ودود : There are **neighbourly** relations between Egypt and most of the world countries.

Neighbouring : مجاور : Libya is a **neighbouring** country.

Workbook Exercises

1- Choose the correct answer from a, b, c or d :

1- My brother is more than me. He gets on with everyone he meets.

- a) ambitious b) sociable c) conscientious d) intelligent

2- The company received over 100 CVs from interested

- a) trainers b) employee c) applicants d) employers

3- My bank is a/an company. It has been in business for over 100 years.

- a) complicated b) organized c) educated d) established

4- My uncle's business had a very good Everyone knew it sold very good products.

- a) tumour b) imputation c) reputation d) applicant

5- If you want to see the doctor, you will need to make an

- a) employment b) disappointment c) application d) appointment

6- Tarek is very If he starts a job, he will always finish it, even if it is very difficult.

- a) unconscious b) conscientious c) established d) conscious

7- I need some medicine. Is there a near here ?

- a) pharmacy b) café c) post office d) shop

8- Our family has a/an business. It was started by my grandfather in 1935.

- a) talented b) detached c) established d) attached

9- Our school has a very good all the students do very well here.

a) repetition b) reputation c) representative d) research

10- When they are applying for a job, some people start their with personal details.
Others put their qualifications first.

a) PC b) PhDs c) MSc d) CVs

11- Ali is the most student in the class. He works hard and cares about what he does.

a) conscientious b) consensus c) unconscious d) pernicious

12- It is important for nurses to get on with their patients, so the hospital is looking for
young people to train.

a) ambitious b) unfriendly c) sociable d) introvert

13- Is your cousin going to for the job in the bank ?

a) applying b) applicant c) application d) apply

14- At the airport, the disabled man asked someone to him with his bags.

a) carry b) assist c) associate d) assistant

15- Ali decided to the doctor about his illness.

a) consult b) construct c) consultant d) instruct

16- My favourite team lost and failed to For the finals of the competition.

a) liquefy b) justify c) qualification d) qualify

17- When my friend asked me if I wanted to go to the beach, it was an easy I said yes!

a) decide b) decision c) debate d) discussion

18- How many English books do you ?

a) process b) possessive c) possession d) possess

19- My grandfather some amazing things during his life.

a) achieving b) achieved c) achievement d) achieve

20- Smoking is not inside the building.

a) permitted b) banning c) prohibition d) permission

21- Warda is the best for the job. She should get it.

a) employee b) employer c) candidate d) certificate

22- Ayman has a lovely singing voice. He should join the school

a) choice b) course c) chore d) choir

23- Sara is in three languages : Arabic, English and German.

a) fluent b) fluency c) fluently d) focus

24- My sister is a nurse and she often helps in the daycare

a) contra b) core c) centre d) central

25- If you want to apply for the job, please send us your

a) BSc b) BA c) CV d) MSc

26- What did you get in your maths exam ?

a) certificate b) grade c) guard d) card

27- Most of the houses in my grandparents' are quite old.

a) neighbours b) neighbour c) neighbourhood d) neighbourly

28- The manager makes sure all the computers are working well.

a) CV b) BSc c) IT d) MSc

29- We got on with all our Everyone is so friendly.

a) neighbour b) beighbours c) neighbourhood d) neighbourly

30- The people in this part of town are always very, especially if someone needs help.

a) neighbours b) neighbourhood c) neighbourly d) neighbour

31- Even though he has only been in London for six months, he can speak English

a) influential b) fluency c) fluently d) fluent

32- is perhaps the most important language skill.

a) Fluently b) Fluency c) Influential d) Fluent

33- These exercises are some of them are easier than others.

a) graded b) grade c) mark d) degree

Student's Book Exercises

34- At Alexandria University, Mr Farag studied biology and

a) chemist b) pharmacy c) chemistry d) chemical

35- Mr Farag his driving test last year.

a) passing b) pass c) passes d) passed

36- Mr Farag has been working for his uncle's company since he university.

a) left b) leave c) was leaving d) leaves

37- Mr Farag says he will be good at this job because he is a/an worker and a sociable person.

a) envious b) jealous c) conscientious d) ambitious

38- The company will tell Mr Farag the of the interview on Saturday morning.

a) reason b) result c) cause d) condition

39- He did very in the GSEC.

a) bad b) good c) will d) well

40- At the moment, he English at university.

a) is studying b) studied c) studys d) studying

41- He won an award for highest in the English language.

a) landmark b) certificate c) grade d) guard

42- He works in the Centre for two afternoons.

a) daycare b) nightcare c) midday d) nightday

43- He is only fluent English.

a) of b) at c) on d) in

44- You should focus how good you are at English and computer skills.

a) at b) on c) in d) of

45- It would probably also help to have a good of the topic that might be in the magazine.

a) know b) knowing c) knows d) knowledge

46- He has worked as a/an of the school magazine.

a) publisher b) editor c) publiciser d) writer

47- He is also good computers.

a) on b) to c) with d) for

48- He probably has a good knowledge of That might be in the magazine, too, such as sports, camping, music, etc.

a) topics b) address c) titles d) places

49- Her contact information is important so that the company can her.

a) connection b) contract c) contact d) connect

50- They will want to know about herso they can understand her personal skills better.

a) interested b) interesting c) interests d) interest

51- She is in English.

a) fluently b) fluency c) influential d) fluent

52- She is good people.

a) in b) at c) for d) with

53- She works with young children and part of a tennis team.

a) as b) like c) so d) such

54- She is good money.

a) in b) to c) with d) for

55- She has done the for her mother's shop.

a) accounting b) account c) accountant d) accounts

Professional Exercises

56- Mrs Reem had a in English from AL fayoum University.

a) witness b) grade c) licence d) degree

57- I need some medicine. Is there a near here.

a) beauty shop b) chemistry c) pharmacy d) grocery

58- Mrs. Liela is the most well-..... person I know. She never forgets anything and she is never late.

a) established b) organized c) behaved d) dressed

59- Kholoud was always she was always looking for a better job.

a) ambitious b) conscientious c) fluent d) greedy

60- Shereen doubts whether she'll ever be able to fulfill her

a) failure b) score c) nightmare d) ambition

61- Mr. Moawad is a very good teacher. He always does his work

- a) lazily b) carelessly c) conscientiously d) suddenly

62- A is someone whose job is to prepare medicines in a pharmacy or a hospital.

- a) physicist b) geneticist c) enthusiast d) pharmacist

63- Reem is considered stubborn, selfish and as a child.

- a) tolerant b) unsociable c) cooperative d) punctual

64- The campaign was poorly-....., so it did not succeed.

- a) trained b) organized c) deprived d) furnished

65- Hussein AL-shahat is the most player in our team. He plays so well.

- a) careless b) grateful c) forgetful d) skilful

66- When I go to university, I am going to do a science degree.

- a) grade b) modular c) model d) module

67- My mother has many things to be proud of in her life.

- a) achieved b) prevented c) avoided d) ignored

68- Rahma is a nurse at our local hospital. She will get her qualification next year.

- a) training b) trainee c) trainer d) trained

69- Kareem has got another job tomorrow.

- a) interview b) conference c) announcement d) advertisement

70- is a centre where people who are old or ill can be looked after during the day.

- a) Daytime b) Daydream c) Daycare d) Daylight

71- This provides opportunities to acquire new skills.

- a) hiring b) employing c) training d) working

72- The only thing he seems to care is money.

- a) at b) about c) with d) in

73- My friends and I stay in by email.

- a) contact b) attract c) contact d) compact

74- A is a small area of town or the people who live there.

- a) neighbour b) beighbourly c) beighbourhood d) neighbouring

75- We get with all our neighbours. Everyone is so friendly.

- a) off b) on c) away d) in

76- Most who applied for the job haven't got the right qualifications.

- a) craftsmen b) correspondents c) cannibals d) candidates

77- Mr. Sayed had a degree education from Sohag University.

- a) about b) of c) at d) in

78- Mona applied for a job during the summer holiday.

- a) partial b) auxiliary c) temporary d) permanent

79- Despite the bad weather, our plane left time.

- a) by b) on c) in d) at

80- He is the of the foreign company in Egypt. He works as its agent.

- a) operator b) actor c) representative d) performer

81- The committee is going to deal an urgent matter.

- a) at b) with c) in d) about

82- She's applied a job with an insurance company.

- a) about b) for c) to d) at

83- You'll never get a good job if you don't have any

- a) quantities b) qualities c) qualifications d) enquiries

84- Graduates who for this job must be fluent in English.

- a) reply b) apply c) applicant d) replay

85- The job advertisement said that all should have a BSC in chemistry.

- a) candidates b) craftsmen c) correspondents d) cannibals

86- He has the academic

- a) inquiries b) quantities c) qualities d) qualifications

87- I have a in biology from Alexandria University.

- a) permission b) licence c) mark d) degree

88- Ahmed is going to have a three-..... Holiday to prepare for his daughter's wedding.

- a) days' b) day's c) day d) days

89- Do you have a driving ?

- a) degree b) licence c) qualification d) permission

90- Who used to the accounts for this company ?

- a) create b) make c) do d) include

91- A centre is a place where children and people who are old or ill can be looked after during the day.

- a) day care b) care c) day d) night

92- people usually aim at getting higher positions and achieve more success.

- a) Ambiguous b) Ambitious c) Pessimistic d) Limited

93- I have a lot of useful experience working for my uncle's company as an accountant.

- a) earned b) won c) gained d) beaten

94- My friend has a company that in Japanese spare parts.

- a) considers b) exports c) results d) specializes

95- I've always been a/an worker, so my manager likes me so much.

- a) unconsciously b) unconscious c) conscientious d) conscious

96- My uncle's company has a good; all customers trust it well.

a) ambition b) reputation c) repetition d) succession

97- Would you like to For this job; it's really rewarding.

a) apply b) imply c) reply d) deploy

98- My brother is greatly in computer science.

a) interest b) interested c) interesting d) interests

99- I always stay in with my friends with emails.

a) contrast b) contract c) contact d) correct

100- The letters IT stand for technology.

a) in service b) in use c) informal d) information

101- Sir, would you please tell us about your achievements and ?

a) regards b) stewards c) awards d) rewards

تدريبات من امتحانات سابقة

102- Companies ask to enclose their CVs with their forms. (ث.ع 2017)

a) employers b) managers c) applicants d) interviewers

103- Dr. Zewail was and dedicated. He loved his work so much. (تجريبى 2017)

a) conventional b) conscious c) courageous d) conscientious

104- One cannot drive a car without a driving (ث.ع 2013)

a) seatbelt b) licence c) leisure d) safeguard

105- When I was at school, I won a poetry writing (تجريبى 2016)

a) race b) article c) competition d) game

106- Mr El-Shahat made a decision when he decided to give an hour a week to charity.

(ث.ع دور ثانى 2012)

a) continuous b) conventional c) conscientious d) confidential

Advanced Exercises

1- It is important to (contain – consist – include – content) your personal information in the application form.

2- He's (an organized – a sociable – a respectful – an established) teacher because of his long experience.

3- There are (difficult – hardly – hard – public) and personal skills needed for the job.

4- Having a shower is a good way to (spend – stay – relax – clean).

5- They refused the application because of some (lost – missing – missed – losing) information.

6- Secondary (teachers – candidates – assistants – employees) are allowed to use set books in the exams.

7- Being conscientious is one of the (public - hard – person – soft) skills needed for the job.

8- I need to (make – do – gain – teach) some English courses to be qualified for the job,

9- He is admired for his (personnel – hard – personal – public) qualities.

10- If you have a problem with your employer, (consult – recommend – advise – say) your lawyer about it.

11- He's the most suitable candidate (to – in – with – for) the job.

12- Mandarin is (a language – a fruit – a vegetable – an orange).

Out of the box exercises

1-From now on, I will _____ all my time and energy to the solution of this particular problem because everybody is passionately interested in it.

- a-determine
- b-adopt
- c-benefit
- d-devote

2-Each computer produced is _____ before it's passed for sale in manufacturing period. If any fault is noticed, that computer is put aside.

- a-eliminated
- b-destroyed
- c-placated
- d-examined

3-A dishwasher is an important labor saving _____ for the busy housewife.

- a-engine
- b-device
- c-piece
- d-instrument

4-A/An . parent may spoil a child by creating an artificial atmosphere of leniency.

- a-lethal
- b-aggressive
- c-malignant
- d-indulgent

5-We suffered many casualties during the unexpected _____ of the enemy troops.

- a-onslaught
- b-pact
- c-ordeal

6-The police thought that the evidence would give them the _____ to guess where the robbers were.

- a-opportunity
- b-interpretation
- c-unawareness
- d-delight

7-Despite his being a teenager, he acts as _____ as an adult.

- a-childishly
- b-naively
- c-irrationally
- d-maturely

8-The inspector _____ from the suspect's anxious behaviours that he was hiding something

- a-alleviated
- b-concluded
- c-concealed
- d-reflected

3- a) Translate into Arabic :

1- Choosing the right job is important for you because you need to enjoy your work. however, you must know that employers will also choose you. They usually prefer clever and reliable persons to careless or ignorant ones.

2- Sports have become one of the most effective means of achieving peace and stability throughout the world. The Olympic Games are now a political question. Every participating country tries hard to win so as to raise its flag before millions of spectators.

3- To face competition, the private sector employs only highly qualified staff. So, efficiency, previous experience and proficiency in English will be needed for occupying their vacant jobs. To get a job there, you must be employable. (تجريبى 2017)

b) Translate into English :

1- المتقدمون لهذه الوظيفة يجب أن يكونوا حاملين للشهادة الجامعية ويجيدوا الإنجليزية .

2- كي تزدهر السياحة يجب أن يعتبر كل مصرى نفسه مرشدًا سياحيًا .

3- هل سبق أن أرسلت سيرتك الذاتية إلى شركة أجنبية ؟

Grammar

Reported statements

الكلام المباشر والكلام غير المباشر (الجملة الخبرية)

لتحويل الجملة الخبرية من الكلام المباشر إلى غير المباشر يجب إتباع الآتى :

1- يحول فعل القول كالاتى :

Direct	Reported	Direct	Reported
say	say	say to	tell
says	says	says to	tells
said	said	said to	told

2- نحذف الأقواس (علامات التنصيص) ونربط بـ that ويجوز عدم استخدامها

3- يتم تحويل الضمائر داخل الأقواس بما يتناسب مع المتكلم والمخاطب خارج الأقواس :

Direct	Reported	Direct	Reported
I	he, she	we	they
me	him, her	us	them

my	his, her	you	me, him, her
you	I, he, she	your	my, his, her

4- نغير الزمن من صيغة المضارع إلى صيغة الماضي إذا كان فعل القول ماضيًا فقط، وتكون التحويلات كالآتي

Direct	Reported
مضارع بسيط (play / plays)	ماضي بسيط (played)
مضارع مستمر (am / is / are playing)	ماضي مستمر (was / were playing)
مضارع تام (have / has played)	ماضي تام (had played)
ماضي بسيط (played)	ماضي بسيط / تام (played / had played)
مضارع تام مستمر (have / has been playing)	ماضي تام مستمر (had been playing)
have got / has got	had

Direct	Reported	Direct	Reported
will	would	mustn't للمنع والتحريم	mustn't
shall	should / would	can't + inf.	can't + inf.
may	might	للاستنتاج (لا يمكن)	can't have + pp
can للقدرة والاستطاعة	could	للاحتمال	could have + pp
must للضرورة والإلزام	must للقوانين had to للإلزام	must + inf.	must + inf.
		للاستنتاج (بالتأكيد)	must have + pp

5- يتم تحويل أسماء الإشارة وظروف الزمان والمكان كالآتي :

Direct	Reported	Direct	Reported
this	that	yesterday	the day before – the previous day
these	those	last week	the week before – the previous week
now	then	next week	the week after – the following week
here	there	tomorrow	the day after – the following / next day
today	that day	ago	before / earlier
tonight	that night	وبالتالي thus	لذلك / لذا so
come	go	at once	على الفور immediately

Direct : —————> She said, "I'm doing my homework now."

Reported : —————> She said (that) she was doing her homework then.

Direct : —————> Mr El-Attar said to me, "I want to visit Luxor."

Reported : —————> Mr El-Attar told me (that) he wanted to visit Luxor.

- At the wedding party yesterday, the bride said the happiest day of her life. (دور أول 2014)

a) today was b) that day was c) yesterday had d) that day had

ملاحظات هامة!

يوجد بعض الحالات التي لا نحول فيها زمن الجملة عند التحويل لغير المباشر وهي :

1- إذا كان فعل القول في زمن المضارع البسيط أو المضارع التام

* Mr M.Abdelrazek says to me, "I have worked in this school since 2000."

- * Mr M.Abdelrazek tells me that he has worked in this school since 2000.

- My uncle promises he Meet me at home. (السودان 2013)

a) would b) will c) can d) may

2- إذا كان الكلام داخل الأقواس يعبر عن حقيقة

* The teacher said to us, "The Earth orbits the sun."

- The teacher told us (that) the Earth orbits the sun.

- Mariam told us that many elephants each year illegal hunters. (Longman)

a) killed b) have been killed c) was killed d) are killed

3- إذا كان الكلام قد قيل منذ لحظات قليلة، وهناك كلمات تدل على ذلك مع فعل القول مثل :

(have / has just said, said just now, said a moment ago, said a short time ago)

* Mr O.Alshahat said to me just now, "I'm writing an email now."

- Mr O.Alshaht told me just now that he is writing an email now.

- Amal has just told Amira that they to their friend's wedding party. (دور ثان 2011)

a) would go b) have gone c) were going d) are going

- He said just now that he a new story.

a) is reading b) was reading c) had read d) was read

4- إذا لم يتغير ظرف الزمان بعد التحويل

- Mona promised that she home tomorrow. (دور أول 2011)

a) be b) would have been c) will have been d) will be

- يظل الماضي البسيط كما هو بعد التعبيرات الآتية :

I wish – would rather – It's (high) time

* My mother said, "It's time you went to bed."

- My mother said that it was time we went to bed.

- يظل الماضي البسيط كما هو إذا كان يصف حالة لم تتغير عند نقل الكلام :

* They said, "We decided not to buy this house as it was on a highway."

- They said they had decided not to buy that house as it was on a highway.

- الأفعال الناقصة والتعابير الآتية تظل كما هي بدون تغيير :

would – should – could – might – used to – ought to – could have – would have – would rather –

had better – would like / love / prefer

* Omer said to me, "I used to read short stories."

- Omer told me that he used to read short stories.

- عند وجود if في الحالة الأولى تتحول الى الحالة الثانية، وتبقى الحالتان : الثانية والثالثة كما هما

* He said, "I'll buy this expensive car if I have enough money."

- He said that he would buy that expensive car if he had enough money.

- إذا وجدت جملتان داخل الأقواس نربطهما بـ **and that / and added that**

* She said, "I'm late for work. I have to take a taxi."

- She said that she was late for work and (added) that she had to take a taxi.

- إذا وجدت عبارة تدل على الموافقة مثل : (Yes – Sure – Certainly – Of course ...)

تحذف العبارة ونستخدم فعل قول يدل على الموافقة مثل : (agreed – approved – assured ...)

* Jihad said to me, "Yes, I'll get married next year."

- Jihad agreed / assured me that she'd get married the following year.

- إذا وجدت عبارة تدل على عدم الموافقة (الرفض) مثل : (No – Sorry – Never ...)

تحذف العبارة ونستخدم فعل قول يدل على عدم الموافقة مثل : (denied – disapproved ...)

* Jihad said, "No, I didn't do post graduate studies last year."

- Jihad denied that she had done post graduate studies the previous year.

- Jihad denied doing post graduate studies the previous year.

- يمكن استخدام أفعال قول أخرى بدلاً من say أو tell مثل :

– يذكر mention – يبدى ملاحظة remark – يشكو complain – يخبر inform – يبلغ report – يشرح explain

– يتعجب exclaim – يصر insist – يؤكد assert – يوضح indicate

* He said, "The service in this hotel isn't good."

- He said / complained that the service in that hotel wasn't good.

- "It's rather late and it's time for you to go to sleep." The mother that the children were still awake. (دور أول 2012)

a) remembered

b) inquired

c) promised

d) complained

- ويمكن استخدام بعض الأفعال ويأتي بعدها **to + inf.** :

offer – promise – agree – refuse – decide + to + inf.

* My father said, "I'll buy you a mobile phone on your birthday party."

- My father promised to buy me a mobile phone on my birthday party.

- ويمكن استخدام بعض الأفعال ويأتي بعدها **v. + ing** :

suggest – deny ينكر – يعترف admit – يصر على insist on – يعترض على object to – apologize for + v.ing

* Hend said / admitted that she had broken my camera.

- Hend said / admitted that she had broken my camera.

- Hend admitted breaking my camera.

الأفعال الآتية لا يأتي بعدها مفعول (مخاطب) عند التحويل لغير المباشر

said – reported – replied – answered – explained – remarked – complained – admitted – whispered همس – cried – shouted + (that) + جملة

* He said / complained that the service in that hotel wasn't good.

اما الأفعال الآتية يأتي بعدها مفعول (مخاطب) عند التحويل لغير المباشر

والمخاطب يكون اسم أو ضمير مفعول (me, him, her, us, them)

Told – assured أكد – persuaded / convinced أقنع – warned + obj. (المخاطب)

* My father told me that his early life was so hard.

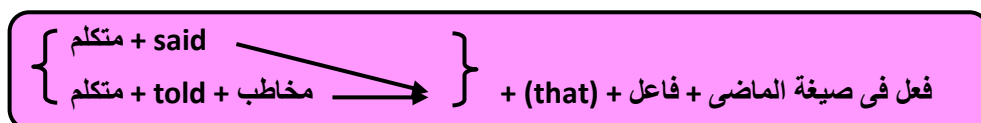
* Ahmed persuaded Yossef that he had to speak English much.

ملاحظات هامة!

Concentrate plz

نستخدم said عند عدم وجود مخاطب بعدها، ونستخدم told عند وجود مخاطب بعدها .

باختصار شكل الجملة الخبرية بعد التحويل لغير المباشر غالباً يكون بهذا الشكل :



في حالة وجود هذه العبارات :	نختار هذه الأزمنة :
then – at that moment – at that time – that day / night ...	was / were + v.ing
the before – the previous / last - earlier – yet – already – since – for – lately – recently – by then	- had + p.p - past simple (التصريف الثاني)
the following / next - the after – future	- would + inf. - was / were + v.ing - was / were going to + inf.

1- Nadia said that she an English test the following week.

a) was taking b) is taking c) took d) takes

2- He admitted that he late the night before.

a) has arrived b) arrives c) to arrive d) had arrived

3- Rana said that she was going to the stadium the week.

a) last b) next c) previous d) following

Workbook Exercises

1- Choose the correct answer from a, b, c or d :

1- She that she had waited for more than an hour for her appointment.

a) complains b) complained c) complain d) complaining

2- They promised that they phone us as soon as they arrived.

a) may b) can c) will d) would

3- He admitted that he a mistake the night before.

a) make b) makes c) made d) making

4- She explained that she to visit me the following week.

a) hops b) was hoping c) is hoping d) hop

5- He agreed that he would not tell anyone what I

a) have said b) will said c) was said d) had said

6- Warda said that she hungry.

a) be b) is c) was d) will be

7- Ahmed told us that his father a doctor.

a) is b) has been c) were d) will be

8- He said he had gone to the museum and seen a lot of tourists.

a) whether b) if c) that d) to

9- Nadia said that she an English test the following week.

a) was taking b) is taking c) took d) takes

10- Nahla that she started revising at that moment.

a) suggesting b) suggests c) suggest d) suggested

11- Nadia admitted that she did not know the vocabulary that they to know.

a) needing b) needs c) needed d) need

12- Nahla explained that she lots of time to learn English.

a) have b) has c) had d) would

13- Nadia agreed and said that she start revising that evening.

a) would b) will c) had d) has

14- Nahla promised her sister to revise.

a) helped b) to help c) help d) helping

15- Nadia told Nahla that she a good friend.

a) has been b) be c) will be d) was

Student's Book Exercises

16- Mr Farag said he had passed his driving test the year.

a) following b) previous c) lastest d) next

17- He told me that he been working as a sales assistant.

a) would b) have c) has d) had

18- He explained that his uncle him to find another job.

a) encouraged b) was encouraged c) is encouraging d) encourages

19- He said that his uncle our products for many years.

a) has sold b) will sell c) sold d) had sold

20- He said that he was a sociable person and so he talking to customers.

a) has enjoyed b) will enjoy c) was enjoyed d) enjoyed

21- I him that we aren't interviewing any more people today.

a) told b) tells c) tell d) will tell

22- I that I would contact him on Saturday morning.

- a) promise b) promised c) will promise d) promising

23- He promised he would be home the next morning.

- a) to b) whether c) if d) that

24- Manal told her friend that her brother her with her homework that afternoon.

- a) was helping b) is helping c) help d) helps

25- Tarek explained that they hot because they had been playing tennis.

- a) is b) would be c) will be d) were

26- Mona warned us that the animal dangerous.

- a) should be b) will be c) must be d) was

27- Karim admitted that he had lost the pen that I him.

- a) was lent b) have lent c) lent d) would lend

28- Nahla said that it would be great if they to England in the summer.

- a) can go b) will go c) could go d) go

29- "Yes, it would," I said. – I that it would.

- a) reminded b) told c) say d) agreed

Professional Exercises

30- Mr M.Hassan said that he wanted to visit Luxor the week.

- a) following b) previous c) latest d) next

31- He told me the earth the sun.

- a) would orbit b) will orbit c) orbits d) orbit

32- Hend says that she ready for the exam.

- a) had been b) would be c) was d) is

33- He told me just now that he two emails.

- a) would write b) wrote c) is going to write d) had written

34- Mr Reda told me that he'd buy a yacht if he enough money.

- a) had b) has c) had had d) has had

35- I complained that it rather late and that it was time for him to go to sleep.

- a) is b) was c) will be d) would

36- Alaa said she be tired the next day.

- a) will b) would c) is going to d) can

37- Professional group have explained that their book really exciting.

- a) will be b) would c) is d) was

38- He said he wouldn't be able to sleep until he his homework.

- a) has finished b) finished c) had finished d) finishes

39- He said that he to be a writer.

a) was wanting b) wants c) wanted d) will want

40- She promised that she home the next morning.

a) shall be b) is going to be c) will be d) would be

41- She admitted that her brother her with her homework that evening.

a) is helping b) was helping c) helps d) help

42- The assistant said I could and me where the changing rooms were.

a) told b) said c) tell d) tells

43- Rana that she had changed her mobile phone password.

a) denied b) promised c) begged d) offered

44- The criminal that he had committed the crime alone.

a) demanded b) threatened c) admitted d) offered

45- Most tourists that the hotel was too much expensive.

a) complained b) suggested c) invited d) begged

46- She said, "It's been raining for 3 hours." – She said that it raining for 3 hours.

a) had been b) was c) has d) would

47- Mohammed Salah said that he received at the airport by hundreds of journalists the day before.

a) was receiving b) had been received c) had received d) would receive

48- Raheeq has just told Rahma that they to their friend's wedding tonight.

a) would go b) have gone c) were going d) are going

49- Mohammed said that he was going to the stadium the week.

a) last b) next c) previous d) following

50- They said that they early the next morning.

a) had left b) would leave c) had been leaving d) will leave

51- The expert said that he a new machine in the near future.

a) would invent b) invented c) will invent d) had invented

52- Fatma said that she any more work the following day.

a) can't do b) couldn't do c) won't do d) hasn't done

53- He that he achieved his ambitions.

a) asked b) told c) said d) reminded

54- He promised that he would be home

a) next day b) yesterday c) the day after d) the next day

55- Our teacher us if ice is heated, it melts.

a) said b) said c) asked d) told

56- She suggested that we to the cinema that night.

a) go b) went c) would go d) had gone

57- The manager declared that the company brilliant workers the next month.

- a) had promoted b) was going to promote c) have promoted d) is promoting

58- I suggested that Ali that matter with his friends.

- a) discusses b) had discussed c) discuss d) discussed

59- Hatim tells us that he the summer holiday in Alexandria when he finishes exams.

- a) has spent b) will spend c) would spend d) had spent

60- The criminals admitted that they the villa.

- a) had robbed b) hadn't robbed c) are robbing d) have robbed

61- The social studies teacher told us that Asia the largest continent in the world.

- a) was b) is c) has been d) will be

62- I knew that a new secondary school in our village recently.

- a) has built b) has been built c) had been built d) had built

63- Ali told me that he his homework at that moment.

- a) had done b) has been doing c) will do d) was doing

64- "I can't wait for you because I for London." Said Adel.

- a) would leave b) am leaving c) leave d) have left

65- Adel he was ready for the final exam.

- a) told b) said c) wondered d) recommended

66- My friend told me that he the visa to the USA until he had paid for it.

- a) doesn't take b) won't take c) hadn't taken d) didn't take

67- She told me that I due care to my work. I actually appreciate her advice.

- a) needn't have given b) could have given c) should have given d) should give

68- Adel said that he to the hospital to visit his close friend yesterday.

- a) must have gone b) might go c) had to go d) must go

69- I was told that my friend a terrible accident while he was driving to Mansoura.

- a) had had b) had c) was having d) is having

70- Samir informed me that he about the result of the interview yet.

- a) didn't tell b) hadn't been told c) haven't been told d) hadn't told

71- Adam said that he a report on the new project then.

- a) has written b) will be writing c) was writing d) is writing

تدريبات من امتحانات سابقة

72- Mona promised that she home tomorrow.

(ث.ع 2011)

- a) be b) would have been c) will have been d) will be

73- Monera has just told Amira that they to their friend's wedding tonight. (دور ثان 2011)

- a) would go b) have gone c) were going d) are going

74- "It's rather late and it's time for you to go to sleep." The mother the children are still awake. (ث.ع 2012)

- a) remembered b) inquired c) promised d) complained

75- He said that he be able to sleep until he had finished the story. (تجريبى 2015)

- a) won't b) didn't c) hasn't d) wouldn't

76- He admitted that he late the night before. (تجريبى 1 2016)

- a) has arrived b) arrives c) to arrive d) had arrived

77- The dentist told me that he able to treat me until the next day. (تجريبى 2016)

- a) won't be b) wouldn't be c) hadn't been d) hasn't been

78- My parents promised me that they me a laptop if I succeeded. (تجريبى 3 2016)

- a) might buy b) will buy c) buy d) have bought

79- At the wedding party yesterday, the bride said the happiest day of her life. (ث.ع 2014)

- a) today was b) that day was c) yesterday had d) that day had

80- My uncle promises he meet me at home. (ث.ع 2014)

- a) would b) will c) can d) may

81- They said that they the play the following day. (تجريبى 1 2017)

- a) will see b) would see c) had seen d) have seen

82- He said that it a busy day. (تجريبى 4 2017)

- a) will see b) was c) will be d) is being

Advanced Exercises:

1- Bill said that it was beginning to get dark and he (**must – have to – had to – needed**) leave.

2- He said that he (**won't – didn't – hasn't – wouldn't**) be able to sleep until he had finished the story.

3- Samy (**said – asks- said to – told**) Aly was busy doing his homework.

4- She explained that she'd been on holiday the (**earlier – following – next – previous**) week.

5- " I'm sorry, I couldn't come on Saturday." (**told – said – announced – apologized**) Aly.

6- Hany (**told – said- promised – admitted**) Nada would not attend the party.

7- Someone told me there's been an accident on the motorway (**the day before – the next day – now – then**).

8- She (**replied – asked – spoke – told**) that she liked cold coffee.

9- She said that she has been in Cairo for a week and still (**hasn't seen – hadn't seen – didn't see – was not seeing**) the pyramids.

10- He (**told – ordered – asked – said**) what I had done was marvelous.

Out of the box exercises

1- "I'm going to Cairo tomorrow." Amgad said. He said ____ going to Cairo ____

- A he is/ tomorrow
B he was/ the previous day
C he was/ the previous day
D He was/ the next day

2- "I'll give you half of the money if you keep your mouth shut," Ali said to me. He ____ mouth shut.

- A reminded me that half of the money I could keep
B reminded me that half of the money I could keep

C offered me half of the money if I kept my

D promised me half of the money for my

3-"I am sorry I am late," he said "My car broke down". Mr Hassan ____ and ____.

A threatened to be late/ excused himself

B threatened to be late/ excused himself

C proposed being late/ complained that his car was broken

D apologized for being late/ explained that his car had broken down

4-Mr Ayman ____ so often in Turkey.

A wanted to learn

B wondered what prices go up

C wondered what prices go up

D asked why prices went up

5-"How far is it?" he said "and how long will it take me to get there?" He ____ to get there.

A asked how far and how long it would take me

B asked how far and how long it would take him

C asked how far it was and wanted to know what time

D asked how far it was and how long it would take

6-"Climb up the tree" he said to me. He ____ the tree.

A said to me to climb up

B wants me climbing up

C asked me to climbed up

D ordered me to climb up

7-The teacher ____ in the exam.

A warned us to use pens

B warned us not to use pens

C warned if we used pens

D warns if we liked to use pens

8-He wanted me to explain ____ .

A what is the problem

B where did the problem start

C who takes care of the baby

D what the main problem was

3- a) Translate into Arabic :

1- Creative thinking is the process by which individuals come up with new ideas. It is essential for success in life. You don't have to be good at drawing or music to be creative.

2- We can gain more experience from the situations we get through. Being successful is not an easy task. Ambition and patience are the most important qualities that we should have to be able to succeed.

(دور ثانی 2016)

b) Translate into English :

1- أفكر جديدًا في التسجيل في دورة كمبيوتر بعد التخرج كي أكون مؤهلًا أكثر للتوظيف .

(تجريبی 2016)

2- تم نشر كتبها في مائة دولة حول العالم .

Test on unit (9)

Vocabulary and Structures

1- Choose the correct answer from a, b, c or d :

1- I have very poor technical Could you help me fix my computer ?

- a) fills b) skills c) mills d) wills

2- A/An is someone who is taught to do a particular job.

- a) interviewer b) employer c) trainee d) trainer

3- To get my degree, I have to pass four of the five

- a) modules b) ridicules c) riddles d) puzzles

4- Getting a university degree will be my greatest

- a) apartment b) achievement c) adjustment d) appointment

5- is the ability to do something well and properly.

- a) Will b) Spell c) Skill d) Spill

6- Mr Mohammed told me that he football the previous day.

- a) plays b) had played c) has played d) was played

7- The government has announced an programme to modernize the metro.

- a) ambitious b) conscious c) treacherous d) ambiguous

8- A is a small area of town or its people.

- a) manhood b) fatherhood c) neighbourhood d) brotherhood

9- We are going to interview all the for the job in our company.

- a) applications b) appointments c) employers d) applicants

10- Mr Kamal said that they all of Cairo from the top of the tower.

- a) can see b) could be seen c) could see d) have seen

11- A lot of tourists stay at that hotel because it has a good

- a) reputation b) repetition c) representative d) research

12- Mr Yasser said he often read stories.

- a) that b) whether c) weather d) to

13- Mr Hakeem has a lovely voice and often sings in a

- a) choice b) clarinet c) client d) choir

14- Abdullah suggested that the exercise again.

- a) we do b) doing c) did we d) we are doing

15- The manager to make us stay in late if we didn't work harder.

- a) recommended b) suggested c) threatened d) said

16- Hussein can't apply for the job in the bank because he is not to do it.

- a) qualification b) qualified c) quality d) qualities

17- Abd El Aziz recommended the ice cream.

- a) to try b) tried c) trying d) that try

18- "Etc." is a/an for etcetera.

- a) abbreviation b) shorten c) small d) reduce

19- Mr Anis says that he ready now to go to the shops.

- a) was b) had been c) is d) will be

20- Zayed is He always does his homework carefully and on time.

- a) careless b) conscientious c) conservative d) unconscious

21- Eid said that it hot that day.

- a) will be b) would be c) is d) is being

22- Hassan couldn't find work as mechanic so he is going to as an electrician.

- a) retrain b) return c) revise d) replace

23- The teacher told us that Russia the biggest country in the world.

- a) is b) were c) has been d) would be

24- Abd El Razek me that he had had a busy morning.

- | | | | |
|---------|--------------|---------|-------------|
| a) said | b) explained | c) told | d) admitted |
|---------|--------------|---------|-------------|

25- Mohammed promised that e us the next morning.

- | | | | |
|---------------|----------------|-----------|---------------|
| a) will phone | b) would phone | c) phoned | d) had phoned |
|---------------|----------------|-----------|---------------|

26- Shaaban said that Damascus the capital of Syria.

- | | | | |
|-------|-------|-------------|-------------|
| a) is | b) be | c) had been | d) is being |
|-------|-------|-------------|-------------|

27- The company hopes that its new will sell very well.

- | | | | |
|------------|---------------|---------------|-------------|
| a) product | b) production | c) productive | d) producer |
|------------|---------------|---------------|-------------|

28- Shehab has an to see the doctor at four o'clock.

- | | | | |
|----------------|---------------------|----------------|--------------|
| a) application | b) application form | c) appointment | d) applicant |
|----------------|---------------------|----------------|--------------|

B) Reading Comprehension

2- Read the following passage then answer the questions :

When you cut your skin, you bleed. Everyone knows that. If a person loses a great deal of blood, he will become ill and may die. At one time people drank blood to make them strong. When doctors understood how blood went around inside the body, they tried ways of giving blood to people who needed it. They used a rubber tube to take blood from healthy people and give it to people who needed it. This is called blood transfusion. The blood went through a rubber tube from the arm of the healthy person into the arm of the sick person.

But there were two problems. First, it did not always work. Sometimes people died. Later, doctors found the reason for this. We do not all have the same kind of blood. There was another problem. To give blood of the right kind, the doctors had to find a person of the right blood group. Often they could not find a person in time. If they had a way to keep the blood until someone needed it, they could always have the right kind of blood. In the end, they found a way of keeping blood for a very long time. Now, people can give or donate blood every three months if they want to. The blood is put in bottles and then kept until someone needs it.

A) Choose the correct answer from a, b, c, or d :

1- You when you cut your skin.

- | | | | |
|----------|----------|---------|------------|
| a) blood | b) bleed | c) lead | d) breathe |
|----------|----------|---------|------------|

2- In the past, people drank blood to be

- | | | | |
|---------|-----------|--------|-----------|
| a) weak | b) health | c) ill | d) strong |
|---------|-----------|--------|-----------|

3- To give someone blood is called blood

- | | | | |
|----------------|-------------------|-----------------|----------------|
| a) transfusion | b) transportation | c) transmission | d) transaction |
|----------------|-------------------|-----------------|----------------|

4- Now doctors can keep blood for

- | | | | |
|---------------|---------------|----------------|-----------------|
| a) 15 minutes | b) 20 minutes | c) a long time | d) a short time |
|---------------|---------------|----------------|-----------------|

5- People don't usually have blood group.

- | | | | |
|-------------|--------------|----------|------------|
| a) the same | b) different | c) alike | d) similar |
|-------------|--------------|----------|------------|

6- To give something useful to someone means to

- | | | | |
|----------|--------------|---------|-----------|
| a) bleed | b) transform | c) need | d) donate |
|----------|--------------|---------|-----------|

B) Answer the following questions :

7- What happens if a person loses a great deal of blood ?

8- What is meant by "blood transfusion" ?

9- Why did some people die during blood transfusion ?

10- Give a suitable title to the passage.

C) Writing

5- Write an paragraph of about one hundred and eighty (180) words on ONE of the following :

1- Hard working

2- Skills people must have to apply for a job

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a) Translate into Arabic :

1- Unfortunately, the factory closed, and the workers were made redundant.

2- The government must exert efforts to find work for unemployed people, because unemployment is the cause of many crimes.

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b) Translate into English :

1- إن مهارات الحاسب الآلى ضرورية للغاية لأداء الكثير من الأعمال فى الوقت الحاضر .

2- أحمد لديه خبرة كافية وكان دائماً مجتهداً، لذلك هو مؤهل لهذه الوظيفة .

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